

**CLASSIFICATION:** AGENCY STEWARD

**Class Code:** 0142-19

**Date Established:** 06-04-93

**Occupational Code:** 7-2-8

**Date of Last Revision:** 07-18-14

**BASIC PURPOSE:** To provide agency procurement and equipment/asset management, reporting and analysis.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Plans, monitors, and executes division procurement, asset management, and replenishment of consumable activities and prepares for related periodic reports as required.
- Researches and prepares financial and statistical information in order to facilitate and assist in the management of the financial duties of the department.
- Assists in preparing and issuing monthly expenditure reports to Department Heads and making recommendations for changes to current and future allocations.
- Assists in preparing reports, researching information and making recommendations for decision-making purposes.
- Responsible for the purchase of goods and services for the division to meet needs of divisional staff and clients and to ensure compliance with state purchasing standards.
- Prepares documents and obtains approval to make purchases. Approves invoices for payment.
- Responsible for the ordering of all materials and supplies that are necessary to provide care to residents and proper resources for employees. Contacts vendors concerning orders, costs and delivery.
- Supervises staff doing related functions, as assigned.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**AGENCY STEWARD**  
**PAGE 2**

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree or its equivalent from a recognized college or technical school with major study in business administration or accounting. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in a financial, accounting, or procurement function. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license.

**RECOMMENDED WORK TRAITS:** Knowledge of accounting and asset management methods and procedures. Considerable knowledge of purchase and requisition procedures. Working knowledge of the uses of grading for different types of merchandise. Ability to make inspections for quality of goods against purchase orders and specifications. Ability to supervise and instruct other workers. Ability to establish and maintain effective working relationships with subordinates, other employees and suppliers. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.